



AMAZON

BUSINESS ACCOUNT

WHY AMAZON BUSINESS?

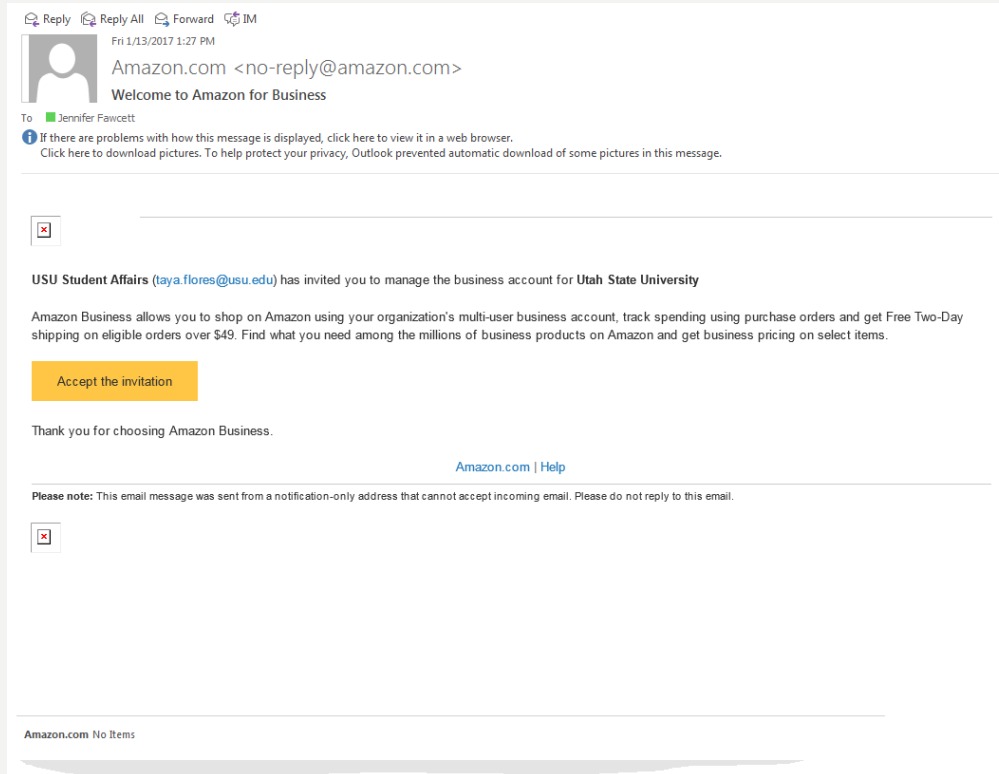
- Amazon.com started charging Utah sales tax.
- When you place an order through the business account your purchase will be tax free.
- The business account does not have Prime, however you can submit a requisition through EZBuy if you would like to order Prime.
- All orders over \$24.99 will receive free standard shipping.
- Your purchase will be charged directly to your Pcard or a departmental Pcard you have access to.
- You have the ability to; check order status, track your packages, cancel orders, print receipts, etc.

HOW IT WORKS

**I WILL SEND AN INVITE OUT TO EACH OF YOU FOR YOUR DEPARTMENT.
YOU WILL RECEIVE AN EMAIL SIMILAR TO THE EMAIL BELOW.**

SELECT ACCEPT INVITATION


SELECT CONTINUE



Reply Reply All Forward IM
Fri 1/13/2017 1:27 PM
Amazon.com <no-reply@amazon.com>
Welcome to Amazon for Business

To Jennifer Fawcett

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



USU Student Affairs (taya.flores@usu.edu) has invited you to manage the business account for Utah State University


Amazon Business allows you to shop on Amazon using your organization's multi-user business account, track spending using purchase orders and get Free Two-Day shipping on eligible orders over \$49. Find what you need among the millions of business products on Amazon and get business pricing on select items.

[Accept the invitation](#)

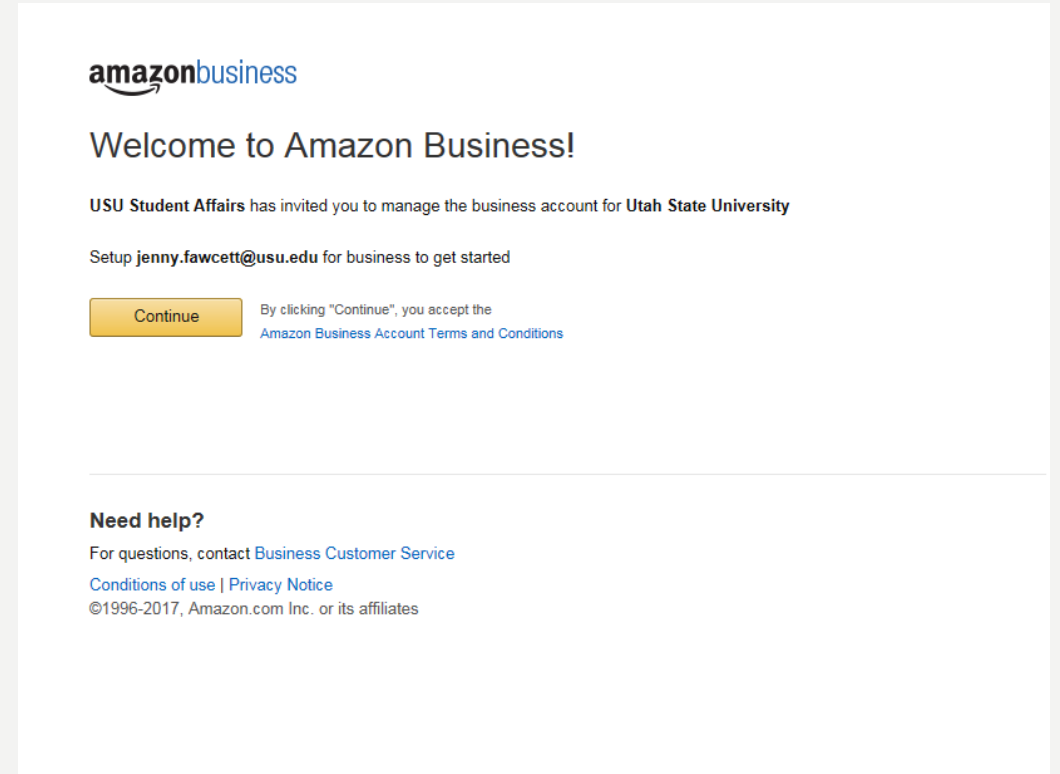
Thank you for choosing Amazon Business.

[Amazon.com | Help](#)

Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.



Amazon.com No Items



amazonbusiness

Welcome to Amazon Business!

USU Student Affairs has invited you to manage the business account for Utah State University

Setup jenny.fawcett@usu.edu for business to get started

[Continue](#) By clicking "Continue", you accept the [Amazon Business Account Terms and Conditions](#)

Need help?
For questions, contact [Business Customer Service](#)
[Conditions of use](#) | [Privacy Notice](#)
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Sign in to the account you will use for business

Your email

Your password

[Forgot your password?](#)

Need help?

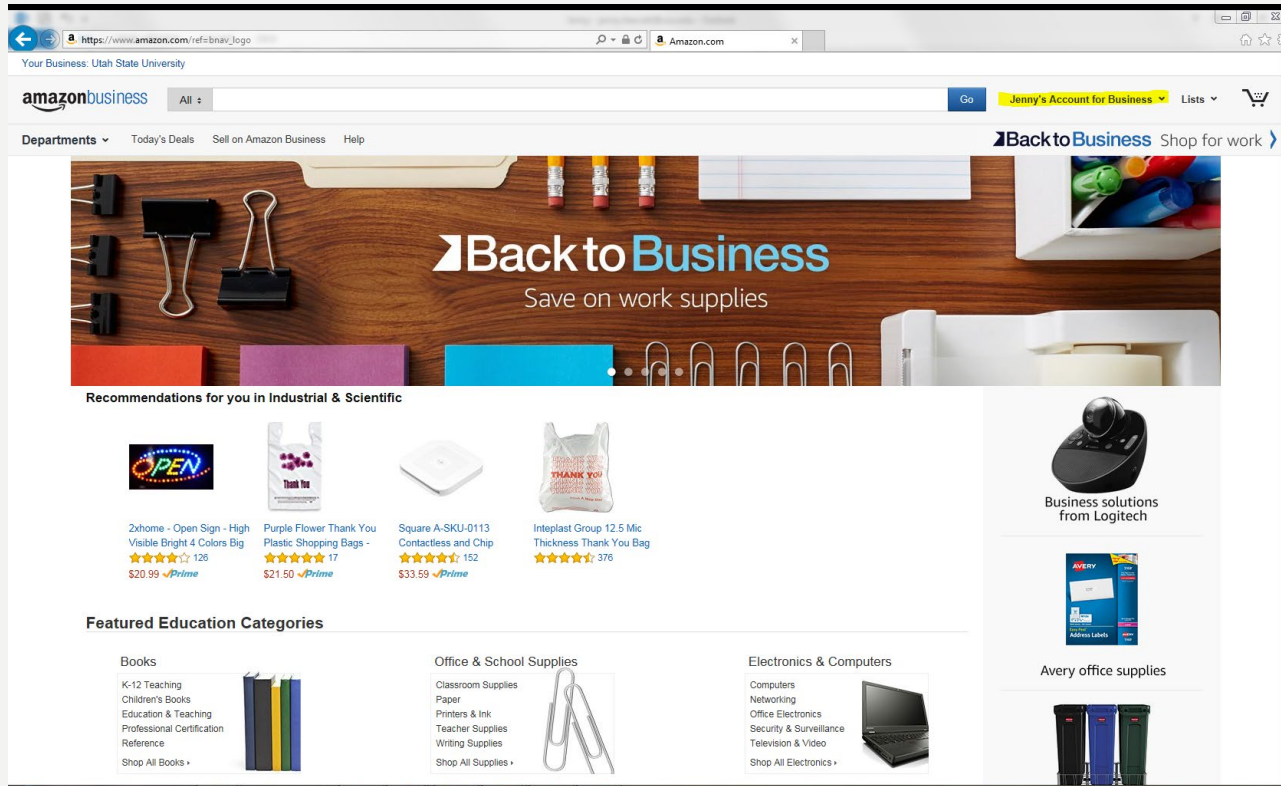
For questions, contact [Business Customer Service](#)

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YOU WILL THEN CREATE AN ACCOUNT USING YOUR UNIVERSITY EMAIL.

If you already have a personal amazon account tied to your university email, you will need to change the email on your personal account to a personal email and then create your business account.



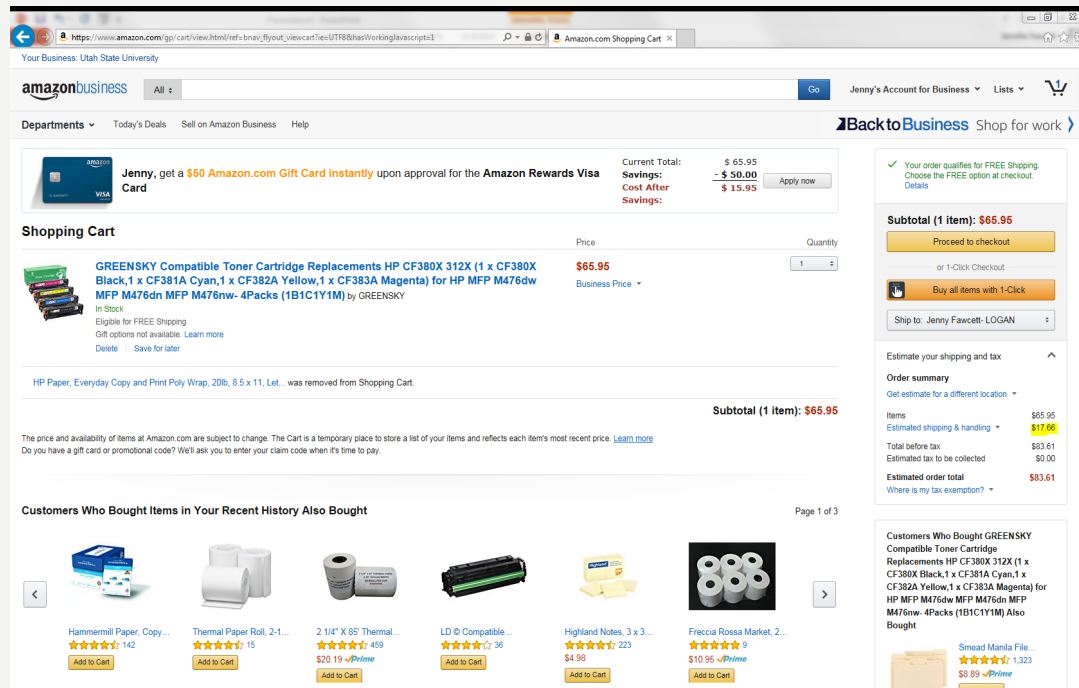
**YOU ARE NOW
LOGGED INTO YOUR
BUSINESS ACCOUNT
AND FREE TO SHOP
TAX FREE.**

If you also have a personal Amazon account, when you log in always verify that on the top right it says your name or department and Account for business.

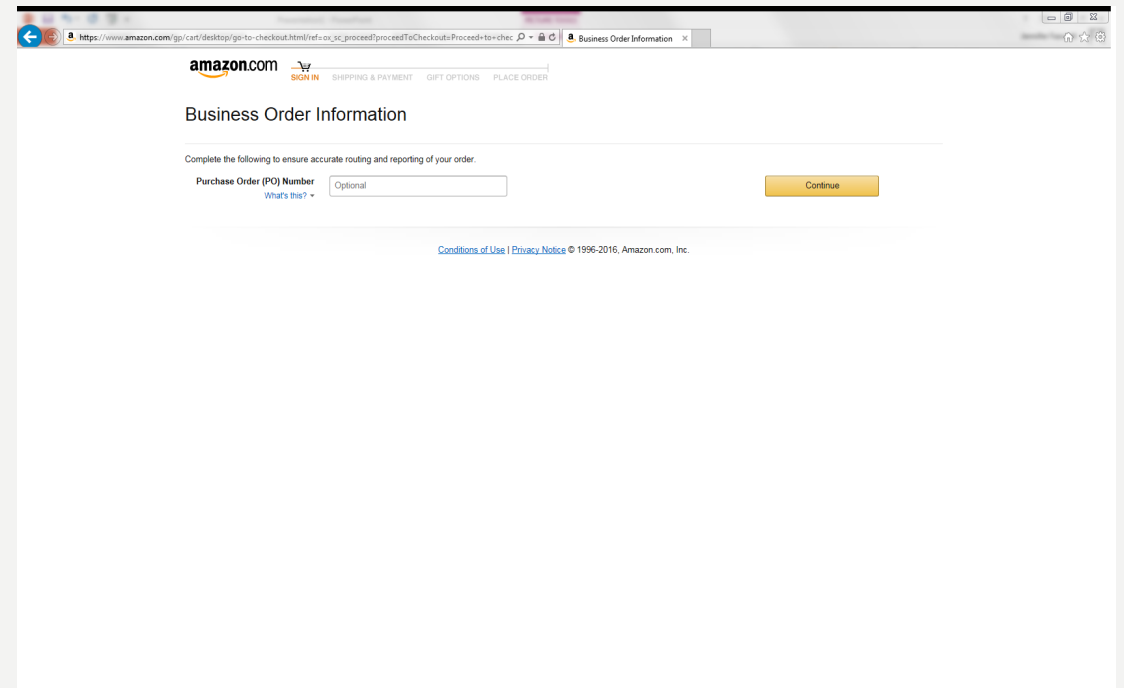
PROCEED TO CHECKOUT.

THE SHIPPING CHARGE WILL COME OFF
ONCE YOU PROCEED TO CHECK OUT.

YOU WILL NOT ENTER A PO NUMBER
BECAUSE YOU ARE CHARGING DIRECTLY TO
YOUR P-CARD. JUST SELECT CONTINUE.



The screenshot shows the Amazon Business Shopping Cart page. At the top, it says "Your Business: Utah State University" and "amazonbusiness". A navigation bar includes "Departments", "Today's Deals", "Sell on Amazon Business", and "Help". A "Back to Business" banner is present. A promotional banner for an Amazon.com Gift Card is visible. The cart contains one item: "GREENSKY Compatible Toner Cartridge Replacements HP CF380X 312X (1 x CF380X Black, 1 x CF381A Cyan, 1 x CF382A Yellow, 1 x CF383A Magenta) for HP MFP M476dw MFP M476dn MFP M476nw-4Packs (1B1C1Y1M) by GREENSKY". The price is \$65.95. The subtotal is \$65.95. A "Proceed to checkout" button is prominent. A sidebar on the right shows the order summary: Items: \$65.95, Estimated shipping & handling: \$17.00, Total before tax: \$83.61, Estimated tax to be collected: \$0.00, Estimated order total: \$83.61. Below the cart, there is a section for "Customers Who Bought Items in Your Recent History Also Bought" with various office supplies like paper, toner, and notes.



The screenshot shows the Amazon Business Order Information page. It features the Amazon Business logo and navigation links for "SIGN IN", "SHIPPING & PAYMENT", "GIFT OPTIONS", and "PLACE ORDER". The main heading is "Business Order Information". A message states: "Complete the following to ensure accurate routing and reporting of your order." Below this, there is a field for "Purchase Order (PO) Number" with a dropdown menu and a "Continue" button. A "Conditions of Use | Privacy Notice" link is at the bottom.

SHIPPING INFORMATION

ENTER YOUR ADDRESS. IT WILL AUTO POPULATE AFTER THE FIRST ORDER, YOU JUST SELECT SHIP TO THIS ADDRESS.

BE SURE TO UNSELECT SATURDAY AND SUNDAY DELIVERY.

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Select a shipping address

Is the address you'd like to use displayed below? If so, click the corresponding "Ship to this address" button. Or you can enter a new shipping address.

Jenny Fawcett
0175 OLD MAIN HL
LOGAN, UT 84322-0175
United States
Phone: 435-797-9626

Add a new address

Be sure to click "Ship to this address" when done.

Full name:

Address line 1:
Street address, P.O. box, company name, c/o

Address line 2:
Apartment, suite, unit, building, floor, etc.

City:

State/Province/Region:

ZIP:

Country:

State/Province/Region:

ZIP:

Country:

Phone number: [Learn more](#)

Additional Address Details [\(What's this?\)](#)

Preferences are used to plan your delivery. However, shipments can sometimes arrive early or later than planned.

Weekend delivery:

- I can receive packages on Saturday and Sunday
- I can receive packages on Saturday Sunday

Pallet Delivery:

Select your preference

A receiving dock is required, pallets delivered 8am to 12pm, Mon - Fri

Security access code:

For buildings or gated communities

Address Accuracy

Make sure you get your stuff! If the address is not entered correctly, your package may be returned as undeliverable. You would then have to place a new order. Save time and avoid frustration by entering the address information in the appropriate boxes and double-checking for typos and other errors. Need help?

Click for address tips:

- General Address Tips
- APO/FPO Address Tips

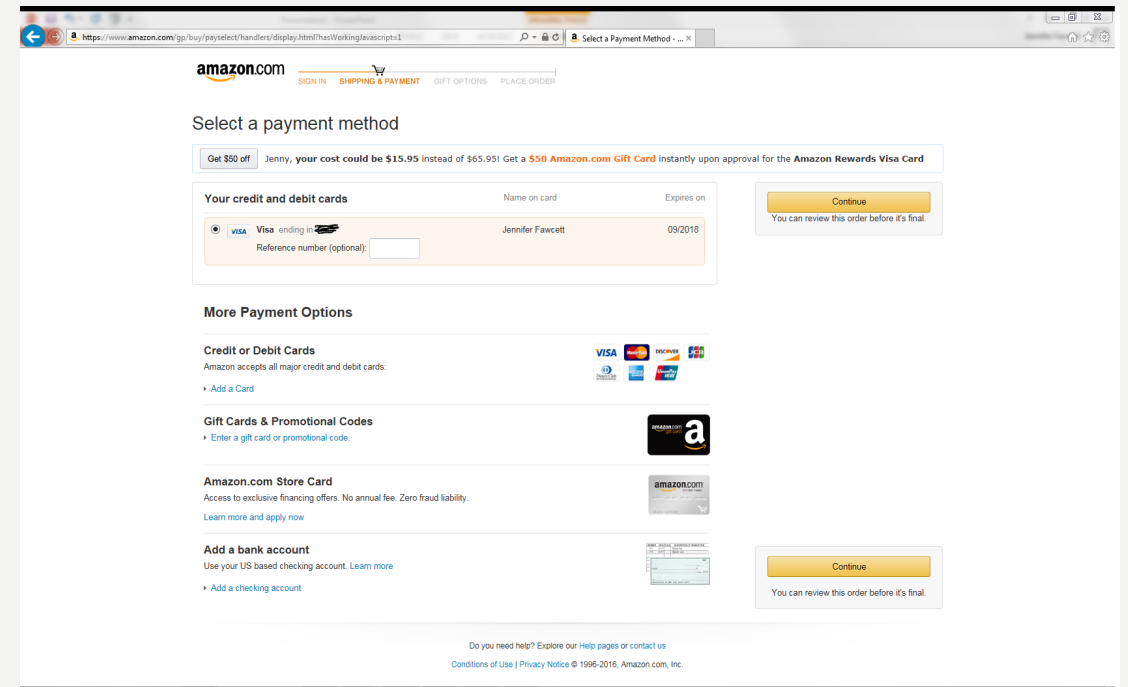
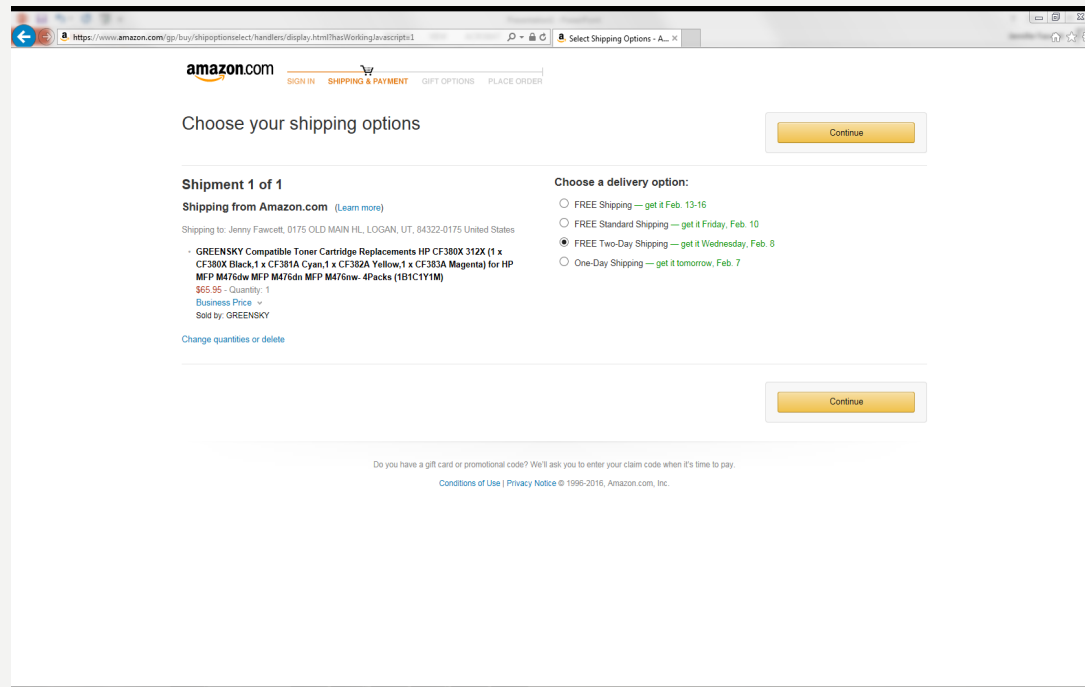
Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2016, Amazon.com, Inc.

SHIPPING DETAILS

SELECT A SHIPPING OPTION,
NOTICE SHIPPING IS FREE.

ENTER YOUR PCARD INFORMATION.
THIS WILL AUTO POPULATE AFTER THE
FIRST TIME, SELECT CONTINUE.



REVIEW YOUR ORDER; ITEMS PURCHASED, SHIPPING ADDRESS, PAYMENT INFORMATION, ETC.

Once you have verified that everything is correct select place order.

You will receive the following emails:

Confirmation of your order.

Notification that you order has shipped.

Review your order

Save your settings for future orders
 Use these delivery and payment settings as defaults for future orders.

Payer
You for Student Affairs (Utah State University)
[Change](#)

Payment method [Change](#)
visa, ending in 3056

Billing address [Change](#)
Same as shipping address

Shipping address [Change](#)
Jenny Fawcett
0175 OLD MAIN HL
LOGAN, UT 84322-0175
United States
Phone: 435-797-9826

Gift cards & promotional codes
Enter Code [Apply](#)


Place your order
By placing your order, you agree to Amazon's privacy notice and conditions of use.

Order Summary

Items:	\$65.95
Shipping & handling:	\$17.66
Free Shipping:	-\$17.66
Total before tax:	\$65.95
Estimated tax to be collected:	\$0.00
Order total:	\$65.95

Business Order Information [Change](#)

Guaranteed delivery: Feb. 8, 2017 if you order in the next 1 hour and 28 minutes [\(Details\)](#)

 GREENSKY Compatible Toner Cartridge Replacements HP CF380X 312X (1 x CF380X Black, 1 x CF381A Cyan, 1 x CF382A Yellow, 1 x CF383A Magenta) for HP MFP M476dw MFP M476dn MFP M476nw. 4Packs (1B1C1Y1M)
\$65.95
[Business Price](#) [v](#)
Quantity: 1 [Change](#)
Sold by: GREENSKY
[Add a gift receipt](#)
and see other gift options

Choose a delivery option:

- Feb. 13-16
FREE Shipping
- Friday, Feb. 10
FREE Standard Shipping
- Wednesday, Feb. 8**
FREE Two-Day Shipping

*Why has sales tax been applied? [See tax and seller information](#)

Do you need help? Explore our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you



IF YOU ARE CHARGED TAX ON YOUR ORDER, IT MAY BE BECAUSE YOU ARE USING A 3RD PARTY VENDOR WHO IS NOT ENROLLED IN AMAZON'S EXEMPTION PROGRAM.

FOLLOW THE STEPS BELOW TO REQUEST A REFUND DIRECTLY FROM THE SELLER.

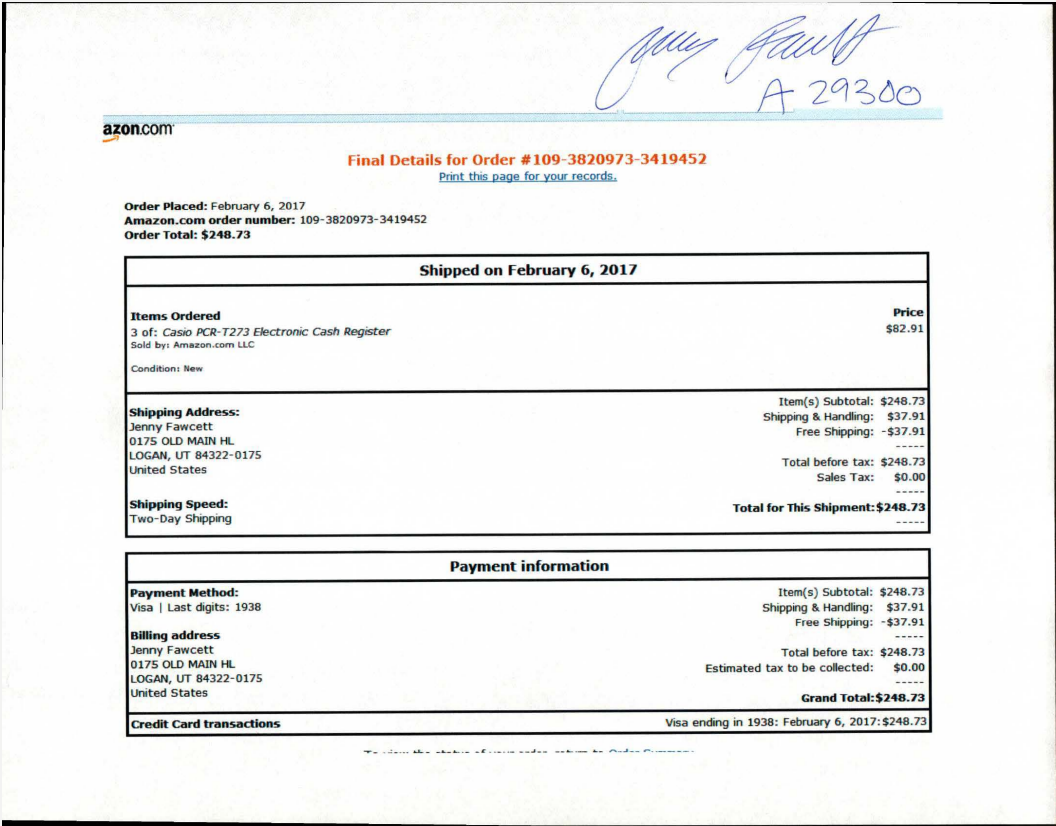
- 1. GO TO "YOUR ORDERS" ON AMAZON.COM**
- 2. FIND THE ITEM THAT WAS CHARGED TAX AND CLICK THE "CONTACT THE SELLER" BUTTON (IF THIS BUTTON IS NOT THERE, CALL 888-280-9552)**
- 3. ENTER SUBJECT AS "TAX EXEMPTION REFUND REQUEST"**
- 4. INCLUDE THE ORDER NUMBER AND AMOUNT CHARGED.**

YOUR RECEIPT WILL NEED TO BE SCANNED INTO BOX.

RECEIPT THAT COMES IN THE PACKAGE



RECEIPT THAT CAN BE PRINTED ONLINE.





QUESTIONS?

CONTACT YOUR FINANCE SPECIALIST